



UNITED STATES DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. Census Bureau  
Washington, DC 20233-0001

**DELEGATED EXAMINING UNIT  
VACANCY ANNOUNCEMENT**

**Vacancy Announcement Number:** ASF-03-66

**Opening Date:** January 12, 2003

**Closing Date:** OPEN CONTINUOUSLY. Referral lists from this announcement may be issued at any time as vacancies materialize.

**Position and Salary:** Office Automation Clerk  
GS-0326-02 (\$20,975 - \$25,943 per year)  
GS-0326-03 (\$22,396 - \$27,994 per year)  
GS-0326-04 (\$23,744 - \$30,360 per year)

**Promotion Potential:** GS-04

**Duty Location:** Suitland, Maryland

**Type of Appointment:** Competitive Service: Temporary  
Appointment NTE 1 year. May Be Extended  
for up to a maximum of 2 years.

**Work Schedule:** These positions have a Mixed-Tour work schedule which means that an employee's work schedule may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads and is subject to a signed agreement.

**Relocation expenses will not be paid.**

**Applications will be accepted from:** All United States citizens.

**DUTIES:** The incumbent provides general clerical support for the office. Uses office automation equipment and a variety of software to produce various documents in draft or final form. Software may include database or spreadsheet to enter, revise, sort or calculate, and retrieve data. Types and reviews

memoranda, correspondence, drafts, and reports. Reviews and sorts incoming mail and distributes to appropriate staff. Answers telephones and receives visitors; refers callers and visitors to appropriate staff. Maintains and updates office filing system, arrange travel and training for staff. Assists staff members on individual projects. May type or prepare travel orders or vouchers; requisition office supplies, equipment, and publications. May maintain time and attendance records. Performs other administrative duties including photocopying, word processing, and operating fax machines.

**MINIMUM QUALIFICATION REQUIREMENTS:** To be minimally qualified for this position, APPLICANTS MUST HAVE A TYPING PROFICIENCY OF AT LEAST 40 WORDS PER MINUTE, BASED ON A FIVE MINUTE SAMPLE WITH THREE OR FEWER ERRORS. APPLICANTS MAY MEET THESE REQUIREMENTS BY SUBMITTING A CERTIFICATE OF PROFICIENCY FROM A SCHOOL OR OTHER ORGANIZATION AUTHORIZED TO ISSUE SUCH CERTIFICATES, OR BY SELF CERTIFYING THEIR PROFICIENCY BY PROVIDING A SIGNED AND DATED STATEMENT. IN EITHER CASE, THE DOCUMENTATION MUST SHOW THE APPLICANT'S TYPING SPEED, DURATION OF THE TIMED TEST, AND NUMBER OF ERRORS.

In addition, you must have the education or experience listed below or a combination of both.

**Grade 02:**

**Experience:** Applicants must demonstrate possession of 3 months of general experience. General experience is progressively responsible clerical, office, or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of an Office Automation Clerk.

**Education:** High school graduation or the equivalent.

**Grade 03:**

**Experience:** Applicants must demonstrate possession of 6 months of general experience. General experience is progressively responsible clerical, office, or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of an Office Automation Clerk.

**Education:** Successful completion of one year of education above high school. This education must have been obtained in an accredited business or technical school, junior college, college or university for which high school graduation or the equivalent is the normal prerequisite. You must submit a copy

of your college transcript(s) - See the How to Apply section for more information.

**Grade 04:**

**Experience:** Applicants must demonstrate possession of one year of general experience. General experience is progressively responsible clerical, office or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of an Office Automation Clerk.

**Education:** Successful completion of two years of education above high school. This education must have been obtained in an accredited business or technical school, junior college, college or university for which high school graduation or the equivalent is the normal prerequisite. You must submit a copy of your college transcript(s) - See the How to Apply section for more information.

**EVALUATION CRITERIA:** Applicants who meet the minimum qualifications stated above will be certified based on either paragraph A or B below.

- A. Applicants who do not have previous Competitive Service will be evaluated based on the degree to which their experience, training, and education reflect possession of the following Quality Ranking Factors (QRFs). This evaluation determines the list of eligible candidates who will be referred to the selecting official. Eligible candidates will be assigned a score between 70 and 100, not including points that may be assigned for veterans' preference.

**NOTE:** Applicants MUST submit a supplemental narrative to their resume or application (on plain bond paper) addressing each QRF. Each narrative should describe pertinent education, training, or experience, **with specific examples**, showing how the applicant meets each QRF. Failure to provide a separate narrative for each QRF will eliminate applicants from further consideration.

1. Experience using automated systems and standard software packages for word processing and other office support activities, e.g., WordPerfect, Word, PowerPoint, Excel, and time and attendance software.

2. Ability to plan, organize, and prioritize work assignments.
  3. Experience providing effective customer service.
- B. Permanent Federal employees, reinstatement eligibles, and individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance program (ICTAP) will be rated and evaluated based on the nature, quality, and extent of their experience, education, and accomplishments that match the duties and requirements of this position.

#### HOW TO APPLY

You must submit a resume, OR an Optional Application for Federal Employment (OF-612), OR an SF-171, plus any additional required material **for each grade level of the vacancy for which you are applying.** **ADDRESS TO:** U.S. Census Bureau, RECRUITMENT/HRD, Room 3039-3, 4700 Silver Hill Road, Stop 1407, Washington, D.C. 20233-1407. **IF USING A CARRIER OTHER THAN THE U.S. POSTAL SERVICE, ADDRESS TO:** U.S. Census Bureau, RECRUITMENT/HRD, Room 3039-3, 4700 Silver Hill Road, Suitland, MD 20746. Applications may be faxed to 301-457-6824.

TO RECEIVE CONSIDERATION FOR THIS VACANCY, APPLICATIONS MUST BE RECEIVED IN THE ROOM NUMBER STATED ABOVE BY THE CLOSE OF BUSINESS (5:00 PM EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT. IT REMAINS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THE TIMELY RECEIPT OF THE APPLICATION PACKAGE REGARDLESS OF SUBMISSION METHOD USED.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

#### **JOB INFORMATION:**

- \* Vacancy announcement number and title of position stated on each application.
- \* Grade level of interest stated clearly on each application. You will receive consideration for the grade level indicated on your application. If you indicate multiple grade levels on a single application, you will be considered for the lowest grade indicated.

If you do not state a grade level of interest on your application, you will be considered for the lowest grade advertised.

**PERSONAL INFORMATION:**

- \* Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- \* Social Security number. **(NOTE: WE CANNOT PROCESS YOUR APPLICATION WITHOUT YOUR SOCIAL SECURITY NUMBER.)**
- \* Country of citizenship **(THIS FEDERAL JOB REQUIRES U.S. CITIZENSHIP)**
- \* Highest Federal civilian grade held (if applicable)

**EDUCATION:**

- \* High School - name, city, state, and date you received diploma or GED.
- \* Colleges and Universities - name, city, state, majors(s), type of degree(s) received (if any), and date(s) received. YOU MUST SUBMIT A COPY OF YOUR UNDERGRADUATE/GRADUATE TRANSCRIPT(S) IF THE ANNOUNCEMENT SPECIFIES EDUCATION AS PART OF THE BASIC ENTRY REQUIREMENTS, IF YOU ARE QUALIFYING BASED ON SUBSTITUTION OF EDUCATION FOR EXPERIENCE, AND/OR IF YOU ARE QUALIFYING BASED ON SUPERIOR ACADEMIC ACHIEVEMENT. Transcripts must show course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for the position will be required to provide official transcripts.
- \* To receive credit for education completed in foreign colleges or universities, you must show proof that such education is equivalent to education received in an accredited educational institution in the United States.

**WORK EXPERIENCE:** Paid and non-paid work experience related to the position. For each work experience include: Job title; Series/grade (if Federal employment); Duties and accomplishments; Employer's name and address; Supervisor's name and address; Starting and ending dates; Hours per week; Salary; and indicate if we may contact your current supervisor/employer.

**OTHER QUALIFICATIONS:** Job-related: training courses (title and year); skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.); certificates/licenses (current); and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.)

**10-POINT VETERANS' PREFERENCE:** To receive 10-point veterans' preference for a service connected disability you must submit an SF-15, "Application for 10-Point Veterans' Preference" and documentary proof from the appropriate branch of the Armed Forces or the Veterans' Administration, as well as a copy of your DD-214. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veterans' preference assuming they meet the basic veterans' preference requirements and submit the appropriate proof of military service.

**5-POINT VETERANS' PREFERENCE:** To receive 5-point veterans' preference, attach a copy of your DD-214. To receive preference if your service began after October 15, 1976, you must have: a Campaign Badge or Expeditionary Medal with an honorable discharge OR served on active duty during the Gulf War from August 2, 1990 - January 2, 1992, under the following conditions: honorable discharge, served a minimum of 2 years on active duty, or if a Reservist, served the full period for which called to active duty (Reservists must include appropriate documentation).

**APPLICANTS ON ACTIVE DUTY:** Applicants on active duty claiming either 5-point or 10-point preference must show on their application that they have met the requirements for preference as outlined above and must submit appropriate proof and documentation at time of appointment.

#### **OTHER IMPORTANT INFORMATION**

- \* Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority. CTAP and ICTAP eligibles will be considered well qualified if they meet the qualifications and eligibility requirements for the position, including all medical, physical, suitability, education, experience, selective factors,

and quality ranking factors for the vacant position. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

- \* The Department of Commerce (DOC) does not condone or tolerate discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, or sexual orientation.
- \* All eligibility requirements must be met by the closing date of this announcement.
- \* Application materials will not be returned to the applicant.
- \* Status applicants (permanent Federal employees and reinstatement eligibles) must submit two applications if applying for both merit promotion procedures and competitive procedures. A copy of an SF-50 verifying competitive status must be included in the application for merit promotion. If only one application is received and it includes the SF-50, it will be considered through the Merit Promotion program. Candidates considered through Merit Promotion must meet all eligibility and time-in-grade requirements by the closing date. If only one application is received and it does not include an SF-50, it will be considered under competitive procedures.
- Notate the first page of your application with "MP Veteran" and include the required documentation if you are a veteran without competitive civil service status and applying for consideration under merit promotion procedures as a preference eligible or a veteran who has been separated from the armed forces under honorable conditions after three years or more of continuous active service.
- \* You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part

of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

- \* Anyone appointed from this announcement, including current Federal employees, may be required to serve a probationary period of one year.
- \* If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- \* Applications received in government postage-paid envelopes will not be accepted.
- \* This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Division at 301-763-3371. The decision on granting reasonable accommodation will be on a case-by-case basis. TTY users can contact us via the Federal Relay Service, 1-800-877-8339.
- \* For additional information about this vacancy, please contact the Human Resources Department, Recruitment Branch, at 301-763-3274.